

JOB AID

How to Add an Addendum

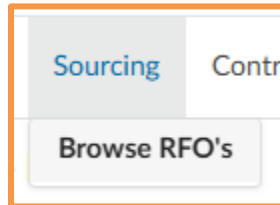
Purpose: This job aid guides Department Buyers through creating an addendum messaging Suppliers in eMarketplace when creating an RFO. Follow each step in sequence to add items to a cart, validate the cart, and send the cart to FI\$CAL.

PRIOR to MESSAGING - SEARCH & ADD ITEMS TO CART

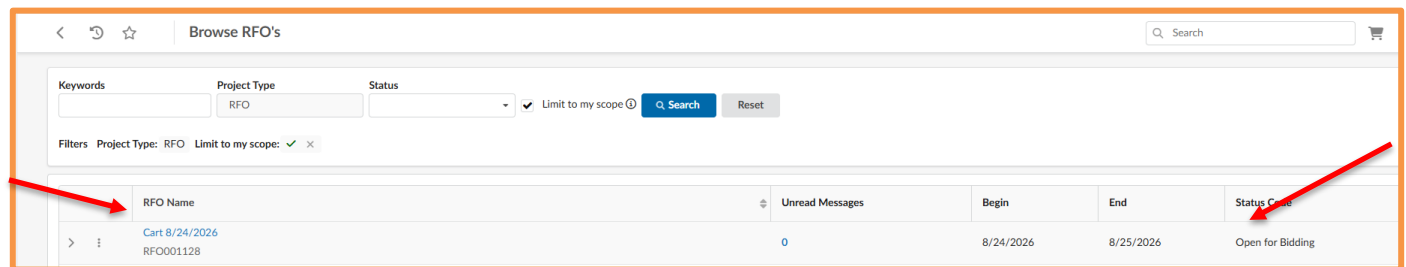
Use the eMarketplace shopping experience Job Aid to locate the needed items or services, add them to your cart, and prepare the cart for checkout.

Step 1: Access the “Open for Bidding” RFO.

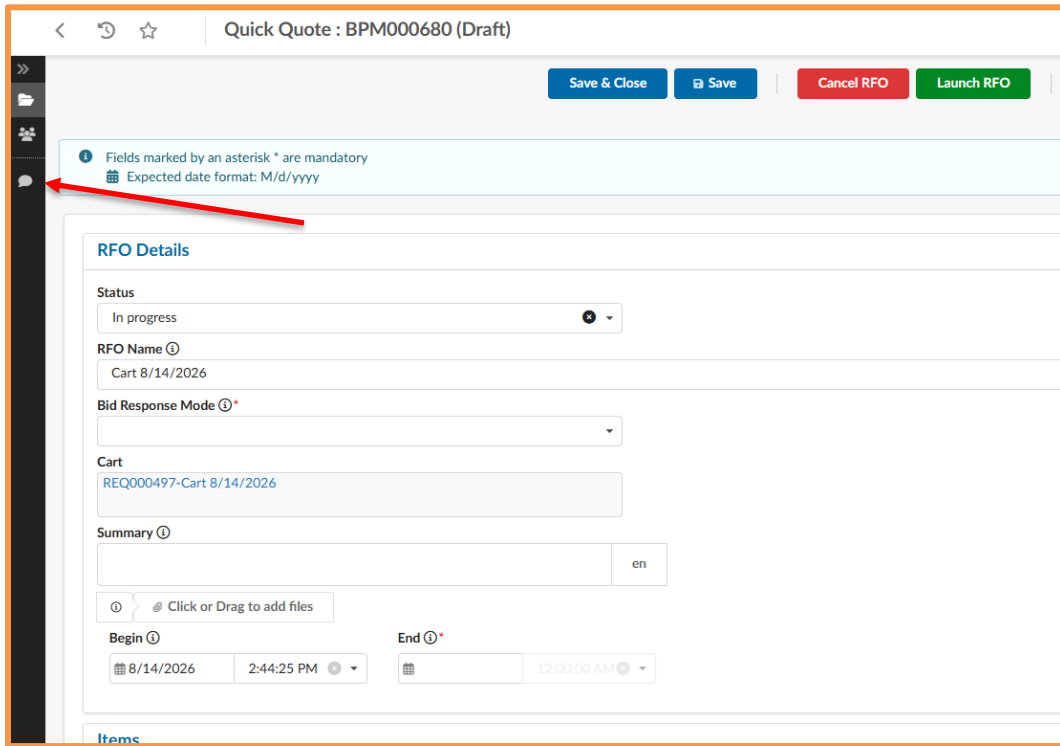
Navigate to the “Browse RFO’s” link under the “Sourcing” tab in the menu bar.



Find your RFO requiring the addendum. This RFO should appear as “Open for Bidding” in the Status Code column.



Step 2: Click on the 'Discussions' tab.



Quick Quote : BPM000680 (Draft)

Save & Close Save Cancel RFO Launch RFO

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

RFO Details

Status
In progress

RFO Name
Cart 8/14/2026

Bid Response Mode *

Cart
REQ000497-Cart 8/14/2026

Summary
en

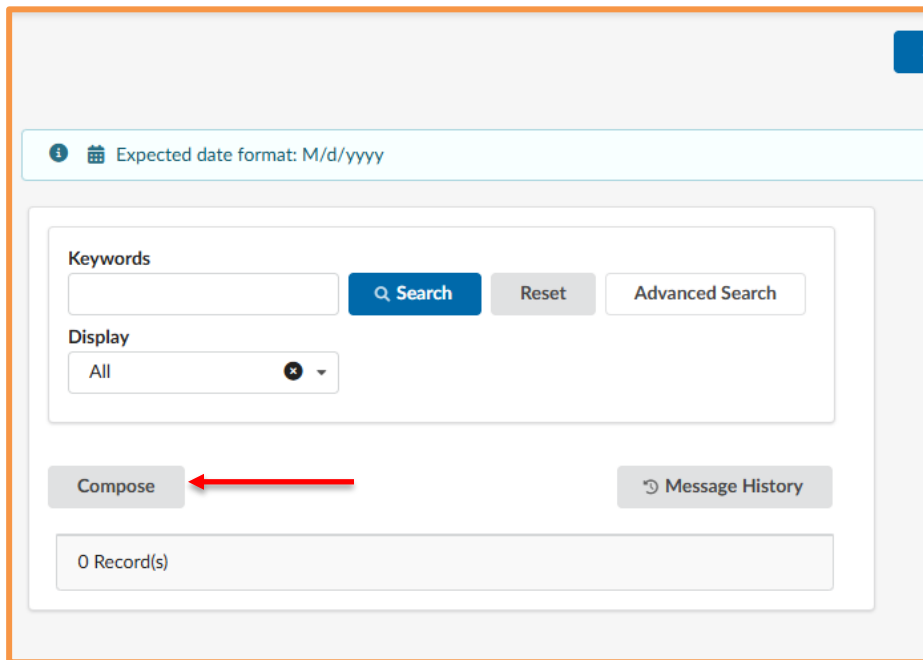
Click or Drag to add files

Begin
8/14/2026 2:44:25 PM

End
12:00:00 AM

Items

Step 3: Click the 'Compose' button.



Expected date format: M/d/yyyy

Keywords
Search Reset Advanced Search

Display
All

Compose Message History

0 Record(s)

Step 4: Set up your addendum message.

The message composition area will appear on the right side of the page.

Make sure that:

- **Message type is set to “Addendum”**
- Every Supplier Contact is chosen in the Recipients field.
- The subject, message body, and any necessary attachments are included.

Message Type *

Clarification
 ✕

Addendum

Send To

Recipients ⓘ *

> > A1 CONSULTING SERVICES LLC-SAMPLE aye1 ✕

> > 3DI INC-RICHMOND Supplier Ivanna ✕

> > 3K TECHNOLOGIES LLC-PRESSLEY Supplier Ryan ✕

External Emails ⓘ

Subject *

Addendum

Please see the attached file with the addendum information. You will have until the end of the bidding period to revise your offer in accordance with the addendum

ⓘ
 Click or Drag to add files

Updated SOW.pdf
 ⓘ
 ✕

Send

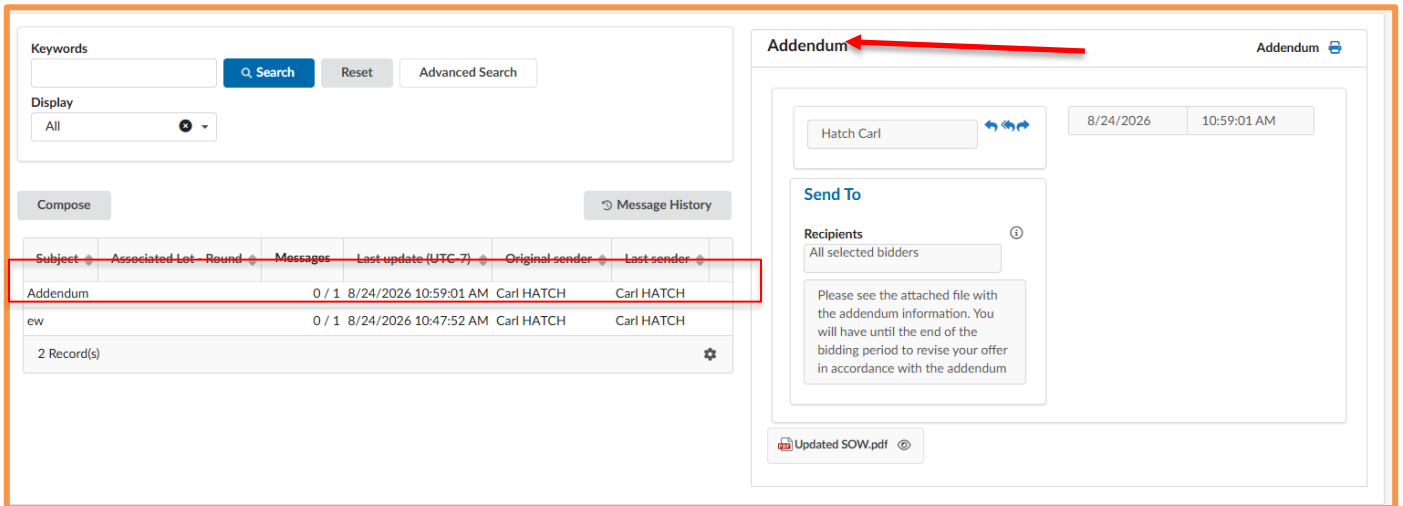
Cancel

Step 5: Click send.



Step 6: Review your sent message.

Your message history will be displayed in the left pane. Click your message on the left pane to view the details of your sent message on the right pane.



The screenshot displays the eMarketplace interface. On the left, the 'Message History' pane shows a table of messages. The first row is highlighted with a red box. On the right, the 'Addendum' details pane is shown, with a red arrow pointing to the 'Addendum' header.

Message History Table:

Subject	Associated Lot	Round	Messages	Last update (UTC-7)	Original sender	Last sender
Addendum		0 / 1	8/24/2026 10:59:01 AM	Carl HATCH	Carl HATCH	
ew		0 / 1	8/24/2026 10:47:52 AM	Carl HATCH	Carl HATCH	

2 Record(s)

Addendum Details:

Addendum (indicated by a red arrow)

Hatch Carl 8/24/2026 10:59:01 AM

Send To

Recipients ⓘ

All selected bidders

Please see the attached file with the addendum information. You will have until the end of the bidding period to revise your offer in accordance with the addendum

Updated SOW.pdf ⓘ

Step 7: Review any inquiries about the addendum.

Review received messages by clicking the message on the left pane. All messages (those sent and received) will appear in the left pane for viewing on the right side of the screen.

Any new supplier messages will appear in the same two panes. Be sure to respond to any supplier inquiries about the addendum.

Save & Close
Save
Export Summary Report

Fields marked by an asterisk * are mandatory

Expected date format: M/d/yyyy

Keywords

Search
Reset
Advanced Search

Display

All

Compose

Message History

Subject	Associated Lot - Round	Messages	Last update (UTC-7)	Original sender	Last sender
Delivery Method	Lot : 1 - Round : 1 - Cart 8/14/2026 Open for Bidding	0 / 1	8/17/2026 9:09:15 AM	Milk CONTACT (GE GOVERNMENT SUPPLY LLC)	Milk CONTACT (GE GOVERNMENT SUPPLY LLC)
Question About Line 1		0 / 1	8/14/2026 3:04:56 PM	Carl HATCH	Carl HATCH

2 Record(s)

Delivery Method

Contact Milk (GE GOVE...

8/17/2026 9:09:15 AM

Send To

Recipients

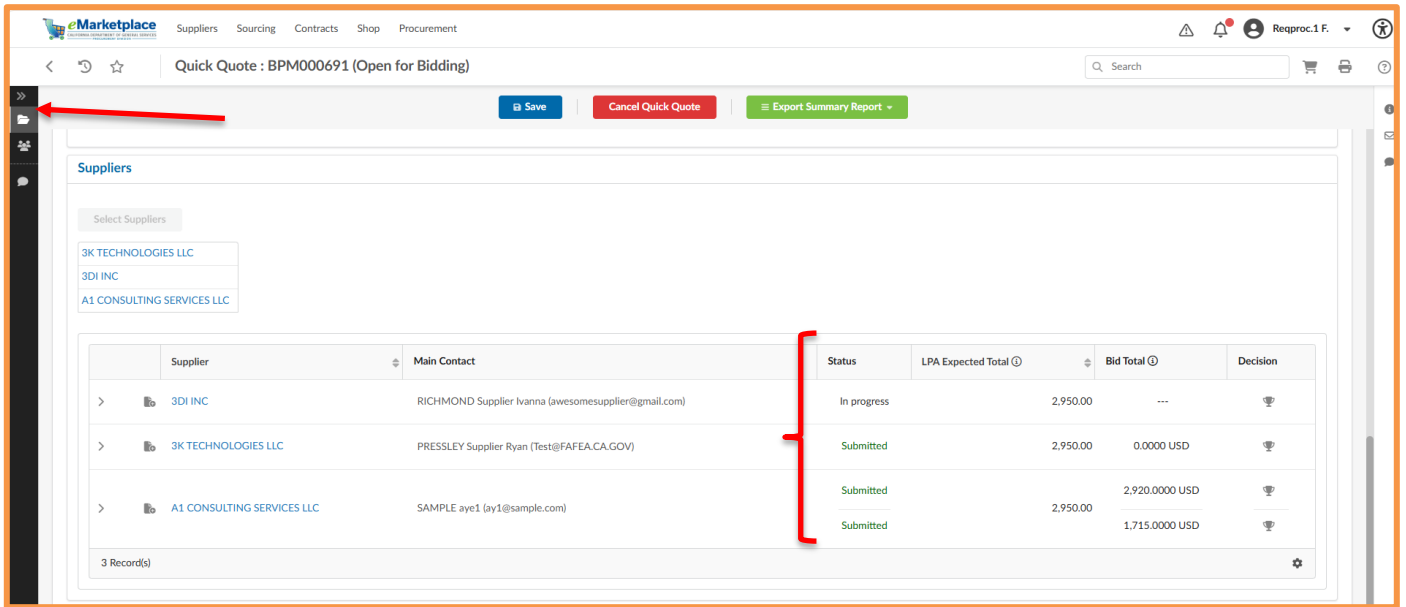
Responsible (Sourcing Project)- HATCH Carl

It'll be delivered by truck.

Step 8: View if Suppliers have responded to the RFO.

Click the “Offers” folder on the left side of the screen. Scroll down to the “Suppliers Grid.” In the status column, you will see if suppliers have submitted an offer or if their submission is still in progress, and the expected total.

If a supplier has already submitted an offer, they will need to send another updated offer in response to the addendum. In this example, the first supplier has not yet submitted a bid. The second supplier has made one bid, and the third supplier has submitted two bids.



Suppliers

Select Suppliers

- 3K TECHNOLOGIES LLC
- 3DI INC
- A1 CONSULTING SERVICES LLC

Supplier	Main Contact	Status	LPA Expected Total	Bid Total	Decision
3DI INC	RICHMOND Supplier Ivanna (awesomesupplier@gmail.com)	In progress	2,950.00	---	
3K TECHNOLOGIES LLC	PRESSLEY Supplier Ryan (Test@FAFEA.CA.GOV)	Submitted	2,950.00	0.0000 USD	
A1 CONSULTING SERVICES LLC	SAMPLE aye1 (ay1@sample.com)	Submitted	2,950.00	2,920.0000 USD	
				1,715.0000 USD	

3 Record(s)

IMPORTANT

You will only be able to see the full offer details in the Suppliers Grid **twenty-hour (24) hours after** the bid due date has passed. Until then, only the status of the offer and bid totals are available for review.

Step 9: Review a consolidated summary of what suppliers are offering in the Items grid.

As suppliers submit offers, the Items grid, located above the Suppliers grid, will expand.

It shows the contract line items that **all** suppliers have included in their offers.

This is especially helpful for Supplier Selected RFOs, as you can get a general idea of how suppliers are choosing to respond.

If necessary, you can contact suppliers if you feel they are misunderstanding the Scope of Work.

Items

Item label (V)	Code (V) ⚙	Qty (V) ⚙	Unit (V) ⚙	Ship-to-address (V) ⚙	Attached document (V) ⚙	Buyer's Comment (V) ⚙	Item Description (V) ⚙	Contract Price (V) ⚙
Back End Web Developer / Engineer	2		Hour				Refer to the User Instructions for Tier information and ordering process.	
Agile Coach	3		Hour				Refer to the User Instructions for Tier information and ordering process.	
Business Solutions Analyst	4		Hour				Refer to the User Instructions for Tier information and ordering process.	
Back End Web Developer / Engineer	5		Hour				Refer to the User Instructions for Tier information and ordering process.	
Front End Web Developer / Engineer	6		Hour				Refer to the User Instructions for Tier information and ordering process.	
Security Engineer	7		Hour				Refer to the User Instructions for Tier information and ordering process.	
Agile Coach	8		Hour				Refer to the User Instructions for Tier information and ordering process.	
Senior Project Manager	1	4	Hour				Refer to the User Instructions for Tier information and ordering process.	180.0000
8 Record(s)								⚙

Step 10: Wait until the end of the bidding period.

Suppliers will have until the end of the bidding period to respond to the RFO. **Twenty-four (24) hours after the bidding period ends**, you will be able to access the detailed offers from the suppliers.



In this case, the bidding period ends on August 21 at 3:30 PM. Thus, access to the detailed supplier offers will occur on August 22 at 3:30 PM. A new column will appear in the Supplier Grid, titled “Offer.”

	Supplier	Main Contact	Offer	Status	LPA Expected Total ⓘ	Bid Total ⓘ	Decision
>	GE GOVERNMENT SUPPLY LLC	CONTACT Milk (milk@contact.com)	Powdered Milk Offer #1 for Job Site AB	Submitted		12,500.0000 USD	
1 Record(s) 							

You have successfully notified suppliers of an **addendum** and taken steps to monitor suppliers’ progress in responding to the addendum with updated offers.

Resources

For questions, contact the eMarketplace team at eMarketplace@dgs.ca.gov.